

**Texas Department of Criminal Justice**  
**Salary Worksheet for Interagency Transfers**

This form is to be completed when an outside applicant who has been offered employment notifies TDCJ Human Resources staff of current employment with another Texas state agency or agencies. If the outside applicant is employed by more than one Texas state agency, a separate worksheet shall be completed for **each** agency.

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**SECTION I:** To be completed by the TDCJ office that made the Conditional Offer of Employment.

**A. Applicant General Information:**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

New Payroll Title: \_\_\_\_\_ Unit/Department: \_\_\_\_\_

Extended Title: \_\_\_\_\_

Job (Payroll) #: \_\_\_\_\_ Scheduled Hire Date: \_\_\_\_\_

**B. The outside applicant is currently employed by the following Texas state agency:**

Name of other State Agency: \_\_\_\_\_

**C. TDCJ Employee who Completed Section I:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date Completed: \_\_\_\_\_

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**SECTION II:** To be completed by the human resources representative responsible for entering the Payroll Status Change. The human resources office of each agency that the applicant is currently employed with shall be contacted to obtain the following information.

**A. Dates of Employment:** From: \_\_\_\_\_ To: \_\_\_\_\_

**B. Current Salary Information:**

Current Title: \_\_\_\_\_

Schedule: \_\_\_\_\_ Group: \_\_\_\_\_

Monthly Rate: \_\_\_\_\_ Annual Rate: \_\_\_\_\_

**C. Individual from other state agency who provided information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

**D. TDCJ Employee who Completed Section II:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Distribution Instructions:  
Original: Attach to Original Application for Employment  
Copy: Fax to Payroll Contact